



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111
JOB OPPORTUNITY
Number 06-193

WISCONSIN AIR NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 08 September 2006	CLOSING DATE: 25 September 2006
POSITION: Secretary (OA), Position Description Control Number 80032000, GS-0318-6	LOCATION: 128 th ARW, General Mitchell Field ANG Base, Milwaukee, WI FC: 310000, Compressed Work Week Required
SALARY RANGE: GS-6, \$32,225 to \$41,890 annually	TYPE OF APPOINTMENT: Excepted- Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>
RELOCATION EXPENSES WILL NOT BE PAID.

MILITARY MEMBERSHIP REQUIREMENTS: This position is open to an enlisted person or person eligible for enlistment in the Wisconsin Air National Guard. Veteran's preference does not apply to positions in this agency.

Military Grade: The maximum grade available is E-7. Upon appointment, selectee must be eligible (AFMAN 36-2105/AFMAN 36-2108) to be assigned to the following compatible AFSC: 3A051.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*** REQUIRED QUALIFICATIONS ***

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. ***Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.** **General Experience:** Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.). **Specialized Experience:** Must have Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of the organization and function, sufficient to refer visitors, telephone calls and mail.
- b. Knowledge of grammar, spelling, punctuation and required format.
- c. Ability to keep supervisors' calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants, making travel arrangements, typing travel vouchers and reports.
- d. Ability to establish a filing system to classify, retrieve and dispose of materials.
- e. Ability to operate a computer and Microsoft Office.

Substitution of Education for Specialized Experience: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. Courses must be directly related to the work of the position. Copies of transcripts must accompany applications to receive credit.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

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Brief Description of Duties and Responsibilities: Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Personally takes care of many matters and gives out administrative and readily available substantive information to callers. Keeps the supervisor's calendar. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when the supervisor cannot meet previous schedules.

*** HOW TO APPLY ***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
 - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
 - Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
 - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. AFSC, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
 - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
 - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To ensure credit for education you must include a copy of your transcript(s).
 - Applicants should include a DMA Form 181 or Standard Form 181.
 - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date, you may fax or e-mail ngwidhrfedstaffing@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HRO no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received no later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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